

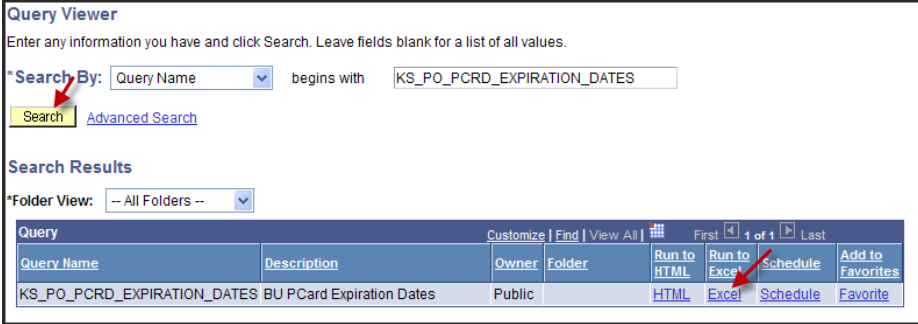
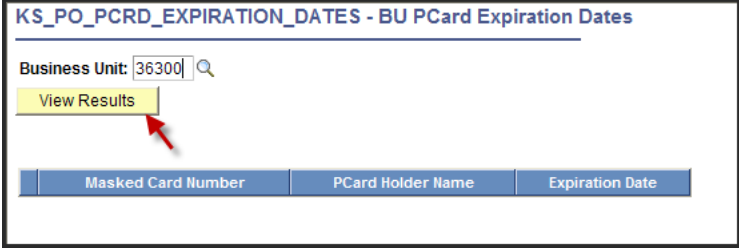
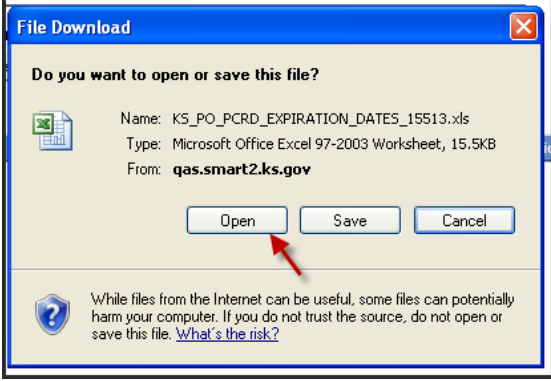
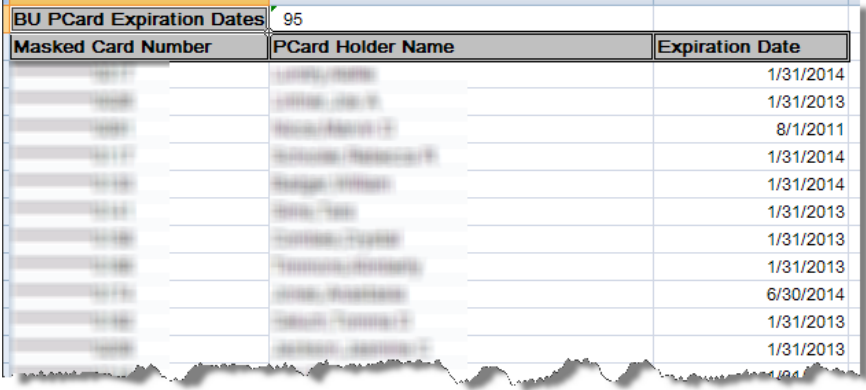


State of Kansas

KS_PO_PCRD_EXPIRATION_DATES query

Statewide Management, Accounting and Reporting Tool

Date Created:	02/08/2013
Version:	1.1
Last Updated Date:	
Purpose of the Query:	<p>This query was designed to provide the expiration dates for PCards associated to a specific Business Unit.</p> <p>The State of Kansas is not using SMART to track PCard expirations. The PCard issuer, currently this is UMB, takes responsibility for managing the expirations of PCards. However, the expiration date is a required field in SMART.</p> <p>The expiration date on the PCard must be current in order for PCards to be available for selection on either the requisition or purchase order.</p> <p>Since SMART is not managing the actual PCard expiration, it is acceptable to enter an expiration date that is far into the future. This will prevent agencies from having to frequently update PCard expiration dates in SMART.</p> <p>When an employee leaves employment in your agency, the agency PCard Administrator will need to change the expiration date on the PCard to the date the employee left service, this will prevent requisitioners and/or Buyers from selecting this PCard. The agency PCard Administrator will then need to contact the PCard issuer (UMB) to "Cancel" the PCard. The PCard should NOT be deleted from SMART.</p> <p>The PCard Holder profile does NOT contain an Active/Inactive value; consequently, as long as the Emplid is available in SMART, all PCards associated to that Emplid will be displayed in this report whether or not that PCard is still active.</p>
Prompt Values:	Business Unit
Result Sorts:	1. Masked Card Number
Security:	<ul style="list-style-type: none">• Business Unit Security has been applied.• The query can be ran by anyone with access to the tables used in this query. This would include anyone with the KPO_AGY_P-CARD_ADMIN or KPO_Cen_P-Card_Admin roles.

1.	<p>Navigation: Reporting Tools > Query > Query Viewer > KS_PO_PCRD_EXPIRATION_DATES</p> <p>Select the “Search” button. Select the “Excel” link.</p>	
2.	<p>Enter the Business Unit and Select the “View Results” button.</p>	
3.	<p>Select the “Open” button:</p>	
4.	<p>The results will display in excel.</p>	
NOTE		<p>You can also select the “HTML” link, which will show the results on-line, and then select the Excel link from that page to export to an excel document.</p>